

LARKSPUR LIBRARY BOARD  
Minutes of Regular Meeting- April 14, 2014

Roll Call: Present: Chair Michelle Melka, Jeff Gunderson,  
Daniel Kunstler, Noel Shumway

Absent: Joan Foley

Staff: Library Director Frances Gordon

Chair Melka called the meeting to order at 6:16 p.m.

**Approval of Consent Calendar**

The Library Director certifies that this Agenda has been posted in accordance with the requirements of the Government Code

Approval of Minutes as Submitted: Regular Meeting, March 3, 2014

M/s, Shumway-Kunstler and approved 4-0 (Foley absent) to approve the Consent Calendar as submitted.

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBERS REPORTS AND COMMENTS**

Boardmember Kunstler stated he would like to adjourn tonight's meeting in memory of Mr. Don Graff, former Larkspur Mayor, Planning Commissioner, and Library Board member. His passing is a great loss to the community.

Boardmember Kunstler asked the Board if they had any comments on the draft Larkspur Library FAQ document regarding the Community Facility. Library Director Gordon stated the final document would be reviewed by the Council. The Board decided to send comments to Library Director Gordon and discuss this item at the next meeting.

Chair Melka stated Foundation President Larry Lancot invited the Board to the next Foundation meeting which would be held on June 11<sup>th</sup>. She asked the Board to think

about topics for discussion with the Foundation. She would like to find ways to strengthen the Board's relationship with the Foundation.

The Board discussed the upcoming Request for Proposal for the Community Facility and how the Board could become involved in the selection process.

Boardmember Shumway discussed the recent article he read about the San Rafael Library's use of a security guard.

Boardmember Kunstler left the meeting.

## **LIBRARY DIRECTOR'S ORAL REPORT**

Library Director Gordon reported on the following: 1) Library and City Hall Facility; 2) Library Programs; 3) MARINet Library Consortium Update; 4) Miscellaneous.

Library Director Gordon noted staff was busy running statistics.

There were no questions from the Board.

## **UNFINISHED BUSINESS ITEMS**

1. Update on Council's Next Steps for Community Facility Project at Rose Lane

Chair Melka stated the staff report from the City Manager was encouraging.

Library Director Gordon stated the City was looking to release the Request for Qualifications (RFQ) by the end of April. She noted the entire Council seems very enthusiastic.

Boardmember Gunderson stated the Council discussion seemed to be in synch with what the Board has been discussing. The discussion about the funding mechanism was very interesting. He noted the building is being called a "community facility". Library Director Gordon agreed and noted it is a "brick and mortar building" that will have library and community services.

Boardmember Gunderson asked if the ad hoc committee (LARC) was still in existence. Library Director Gordon stated probably not since their charge ended with the completion of the Master Plan.

Boardmember Gunderson asked if the Council would decide on the signage for the announcement of the facility. Library Director Gordon stated "yes" but the Board would probably be involved. Boardmember Gunderson noted the Council is planning on reviewing this in May or June.

## 2. Continue Brain-storming Session on Action Plan for 2014

Chair Melka stated she would like to continue this item to the next meeting when they have a full Board.

### **NEW BUSINESS ITEMS**

#### 1. Review of the Library's Budget for Next Fiscal Year 2014-15

Library Director Gordon stated she would be meeting with the Finance Director soon. She noted this will be a zero based budget with most line items staying the same. She was working on some Capital Improvement requests including reconfiguration of the Circulation Desk. She will submit the preliminary budget request to the Board at the next meeting.

Boardmember Shumway asked Library Director Gordon is she was optimistic about more funding from the State. Library Director Gordon stated they were anxiously awaiting news about grants, Senate Bills, etc. There could be some money available.

Boardmember Shumway asked if the temporary closure of the San Rafael Library (Civic Center) shifts the patrons to other libraries. Library Director Gordon stated the overflow would probably go to San Rafael and San Anselmo. She noted she gets the Corte Madera patron shift on Fridays when they are closed.

### **Status Reports:**

#### 1. Reports from the Library's Support Groups (Friends, Foundation, and Steering Committee)

Chair Melka encouraged the Board to attend the upcoming June 11<sup>th</sup> Foundation meeting. Library Director Gordon stated the Board could get an item placed on the Foundation's agenda.

### **FUTURE AGENDA ITEMS**

Chair Melka stated the following items would be on the next agenda: 1) Continue Brain-storming Session on Action Plan for 2014; 2) Finalize Library FAQ Document; 3) Discussion Points for June 11<sup>th</sup> Foundation Meeting; 4) Review of Preliminary Library Budget for Fiscal Year 2014/15.

## **NEXT MEETING DATE**

Chair Melka stated the next meeting would be held on Monday, March 3, 2014. The meeting would start at 6:15 p.m.

## **ADJOURNMENT**

Chair Melka adjourned the meeting at 6:50 p.m. in memory of Mr. Don Graff.

Respectfully submitted

Toni DeFrancis  
Recording Secretary